



NEW:
02/01/2025

Submitted:
01/28/2025

JOB TITLE:	COORDINATOR RECRUITMENT
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Coordinates and implements District wide recruiting initiatives under the direction of the Executive Director of Recruitment, focusing on both certified and classified staff. Engages and collaborates with a wide variety of stakeholders in recruitment efforts. Implements multiple strategies, projects, initiatives and activities designed to develop and cultivate top talent pipelines for critical certified and classified positions. Collects and analyzes data to evaluate effectiveness of District recruitment efforts.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Coordinates communication with applicants throughout the recruitment and hiring process and acts as a point of contact for candidates providing information about the hiring process, answering questions, and providing updates on application status
- Coordinates the implementation of multi-media marketing strategies to enhance District branding and employee recruitment
- Coordinates recruitment initiatives to provide a diverse applicant pool, including candidates for critical shortage areas
- Utilizes specific targeted search strategies to source active and passive candidates
- Assists applicants with application process as needed
- Creates and posts job advertisements on various platforms, job boards, websites, and social media
- Engages a wide variety of stakeholders, including District employees, in recruitment and retention initiatives
- Monitors local, state, and national supply and demand data related to positions and needs of the District
- Coordinates pre-service/student teacher placements including monitoring pre-placement requirements and communicating and collaborating with university partners
- Monitors and maintains the recruitment webpage
- Communicates with and screens potential external staffing partners
- Organizes local recruitment events, and attends job fairs and college/career fairs requiring extensive in-state and out-of-state travel especially during peak recruitment season
- Cultivates and maintains contacts with local colleges and universities, businesses, community organizations, and faith-based organizations to develop and maintain a strong pool of diverse candidates reflective of the goals of the District
- Monitors the Applicant Tracking System (ATS) to track progress during the application phase
- Prepares reports using data from multiple sources to evaluate effectiveness of recruitment initiatives and to direct recruitment efforts
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

This work is completed in an office and school-based setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

In-state and out-of-state travel is required on a regular basis with heavy travel required during "recruitment season".

MINIMUM QUALIFICATIONS

Bachelor's degree

Experience in human resources recruitment functions and processes

Valid Driver's License

Demonstrated experience working with large data sets and high-volume processing

Effective written and verbal communication skills

Demonstrated knowledge and effective use of social media including Linked In, Facebook and Twitter

DESIRABLE QUALIFICATIONS

Knowledge of and /or experiences with utilizing source techniques including direct sourcing, internet and data mining and use of search engines and social media

Experience in a diverse workplace